

DEPARTMENT OF PERSONNEL & ADMINISTRATION STATE ARCHIVES AND PUBLIC RECORDS RECORDS DISPOSITION SCHEDULE

ARCHIVES#

DEPARTMENT DIVISION Public Health and Environment DCEED			SECTION				
		DCEED	Communicable Disease Epiden		iology	PERMANENT NON-PERMANENT	
ITEM RECORD TITLE				RETENTION PERIOD (CITATIONS/SPECIAL INSTRUCTIONS	
1.	DISEASE SURVEILLANCE CASE REPORTS						
	A. Routine - hard copy		3 y	3 years + current		Destroy by shredding SARMM 1-35	
	B. Infrequently reported/unusual diseases - hard copy		adı	3 years + current or until administrative need ends (whichever is longer)		Destroy by shredding SARMM 1-35	
	C. Database of case reports (CEDRS)		Pei	Permanent		All communicable disease case reports (human) will be logged directly into the state communicab disease database (CEDRS) for permanent electronic storage. CMRRS 40.330	
	D. Specia	al projects - hard copy	3 y	ears + current	Destr	oy by shredding SARMM 1-35	
	E. Specia	al Projects - database	Un	til administrative need ds	Electi	ronic deletion SARMM 1-35	
	F. Zoonotic Disease - database		Pei	case dire data		All reported communicable disease case reports (animal) will be logged directly into the zoonotic disease database for permanent electronic storage. CMRRS 40.330	
2.	OUTBREAK INVESTIGATIONS						
	A. Data - hard copy		adı	3 years + current or until administrative need ends (whichever is longer)		Destroy by shredding SARMM 1-35	
	B. Report Database		3 y	3 years + current or until administrative need ends		Electronic deletion SARMM 1-35	
	C. Final Report			(whichever is longer)			
	D. Outbreak database			Permanent		CMRRS 40.330	
	HALL BE DEST ON OR AUDIT.	ROYED UNDER THIS SCH	IEDUL	E AUTHORITY SO LONG AS	S IT PERT	AINS TO ANY LEGAL CASE,	
request approva	of the above rec	ords disposition. I hereby cert	ify that	I am authorized to act for the he	ad of this a	agency in matters pertaining to	
State Arghivist's		Date 12/5		Records Liaison Officer's		Date / /	

Date



CLAIM, ACTION OR AUDIT.

DEPARTMENT OF PERSONNEL & ADMINISTRATION STATE ARCHIVES AND PUBLIC RECORDS RECORDS DISPOSITION SCHEDULE

ARCHIVES # 15 - 27

DEPARTMENT DIVISION			SE	CTION		_		
Public Health and Environment DCEED			Communicable Disease Epidemiolog			PERMANENT NON-PERMANENT		
ITEM RECORD TITLE NO.			R	ETENTION PERIOD	CITATIONS/SPECIAL INSTRUCTIONS			
3.	RESEARCH PROJECTS							
	A. Data copy	with identifiers - hard	Duration of project (which includes publication)		Destroy by shredding SARMM 1-35			
	B. Datab	ase without identifiers	Until a	Until administrative need ends		Electronic deletion SARMM 1-31		
	C. Final Report		Permanent		SARMM 1-27; CMRRS 40.260			
4.	CEDRS REQUESTS							
	A. Requests for individual data supported by notarized letter		Two years after date of response		Destroy by shredding SARMM 15-8			
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NO RECORD SHALL BE DESTROYED UNDER THIS SCHEDULE AUTHORITY SO LONG AS IT PERTAINS TO ANY LEGAL CASE,